



STANDARDS OF APPRENTICESHIP
adopted by

**SOUTHEASTERN WASHINGTON/NORTHEASTERN OREGON
SHEET METAL WORKERS APPRENTICESHIP COMMITTEE**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT and/or SOC</u>	<u>Term</u>
ENVIRONMENTAL CONTROL SYSTEM CRAFT WORKER		637.664-010	6000 HOURS
SHEET METAL WORKER		804.281-010	9000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOOD
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The following Standards for the development of sheet metal worker apprentices have been prepared by representatives of the International Association of Sheet Metal Workers Local Union No. 66 and employers of Sheet Metal Workers representatives of the industry in the area and assisted by the Department of Labor and Industries, Apprenticeship Division. When approved by and registered with the Registration Agency, these Standards will govern the training of apprentices in the Industry.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

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The area covered by these Standards shall be Benton, Columbia, Franklin, Garfield, Kittitas, Klickitat Walla Walla, and Yakima Counties in the State of Washington and Umatilla, Union, Wallawa and Morrow Counties in the State of Oregon.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Oregon, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the Oregon counties of Umatilla, Union, Wallawa, and Morrow.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

A. Environmental Control Systems Craft Worker:

- Age: **Applicants shall be at least eighteen (18) years old.**
- Education: **Applicants shall be high school graduates or have a GED and also must have attended two (2) years (or completed) a recognized refrigeration school.**
- Physical: **Applicants must be physically fit to perform the work of the trade**
- Testing: **Upon returning the completed application form, the applicant will be instructed to take a basic sheet metal test. A minimum grade of 80% will be required for acceptance. If the applicant fails this test, no further processing will be done.**
- Other: **Applicants not meeting the minimum qualifications must wait ninety (90) days before re-applying.**
- Applicant must have a valid drivers license.**

B. Sheet Metal Worker:

- Age: **Applicants shall be at least eighteen (18) years old.**
- Education: **Applicants shall be high school graduates or have a GED.**
- Physical: **Applicants must be physically fit to perform the work of the trade**
- Testing: **Upon returning the completed application form, the applicant will be instructed to take a basic sheet metal worker's aptitude test. A minimum grade of 80% will be required for acceptance. If applicant fails this test, no further processing will be done.**

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Other: **Applicants not meeting the minimum qualifications must wait thirty (30) days before re-applying.**

Applicant must have a valid drivers license.

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

- 1. Applications for entry into the apprenticeship programs will be accepted throughout the year. Applications may be obtained at 2600 N. 20th, Pasco WA, 99301.**
- 2. The applicant will sign the "Record of Apprentice Applicants" form and will be given an "Application for Apprenticeship".**
- 3. Upon returning the completed application form, the applicant will be instructed to take a basic sheet metal worker's aptitude test. A minimum grade of 80% will be required for acceptance. If applicant fails the test, no further processing will be done.**
- 4. The applicant will be instructed to request a transcript of all school records and grades, which will be forwarded to the Apprenticeship Committee Secretary.**
- 5. Applicants meeting all the minimum requirements and passing the basic sheet metal worker's aptitude test will be placed on the list of eligibles for apprenticeship.**
- 6. Applicants may be required to take a physical as condition of employment on some job sites.**

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7. Applicants being accepted into the program will be required to take and pass a pre-employment urinalysis drug screening test before being registered. Expense of the test will be paid by the JATC.
8. The JATC has a zero tolerance policy reading drug and/or alcohol use.
9. All qualified applicants will be asked to fill out a "Geographic Availability" form indicating the area which he/she would accept work. Applicants may update this form at any time by contacting the coordinator's office.
10. All qualified applicants will remain active for a period of 90 days at which time they must notify the Coordinator in writing if they wish to remain on the list for an additional 90 days. Failure to do so will result in their name being dropped from the "List of Eligible". Anyone still interested would need to reapply to be reinstated on the list.

11. EXCEPTIONS:

- a. An employee of a non-signatory employer not qualifying as a journey level person when the employer becomes signatory shall be evaluated by the JATC using constant standard non-discriminatory means and registered at the appropriate period of apprenticeship based on the skill and knowledge of the applicant.
- b. An individual who signed an authorization card during an organizing effort wherein fifty percent (50%) or more of the employees have signed, whether or not the employer becomes signatory, an individual not qualifying as a journey-level worker shall be evaluated by the JATC and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- c. (Direct Entry) Registered Native Americans who have secured work under a TERO Project may receive direct entry into apprenticeship provided:
 - (1) The employer is an approved training agent of these standards.
 - (2) The applicant has met the minimum qualifications.

B. Equal Employment Opportunity Plan:

It is understood that affirmative action is not merely passive nondiscrimination, but includes principles, methods, and programs for the identification, positive recruitment, training, and motivation of present and potential minority and female (minority and non-minority) apprentices. The apprenticeship Sponsor's affirmative action plan shall include dissemination of information concerning

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the nature of apprenticeship, availability of apprenticeship openings, source of applications, and the equal opportunity policy of the Sponsor. Such information shall be given to the Bureau of Apprenticeship and Training, local schools, Department of Employment, community organizations which effectively reach minority and women's (minority and non-minority) groups, and newspaper circulated in the minority community.

The Sponsor has adopted the following Equal Opportunity Pledge, which is included in the apprenticeship standards:

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

The Sponsor shall select a significant number of the following activities to meet affirmative action obligations (check as applicable):

- (X) Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
- (X) Cooperate with school boards, community colleges, and vocational schools to develop programs which prepare students for entrance into apprenticeship.
- (X) Grant credit for previous trade experience or trade-related courses for all applicants equally.
- (X) Engage in any other such action as checked above to insure that recruitment, selection, employment, and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex.

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

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- A. The term of apprenticeship for a sheet metal worker shall be 9,000 hours or five (5) years of reasonably continuous employment, including the probationary period. Any extension or reduction of time may be granted by the Apprenticeship Committee only upon adequate proof that the apprentice is entitled to such consideration.
- B. The term of environmental control systems craft worker shall be 6,000 hours or three (3) years of reasonably continuous employment, including the probationary period. Any extension or reduction of time may be granted by the Apprenticeship Committee only upon adequate proof that the apprentice is entitled to such consideration.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All sheet metal worker apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the first 1,800 hours of employment of apprenticeship. For the Environmental Control Systems Craft Worker shall be 1,200 hours of employment of apprenticeship.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

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The ratio of apprentices to journey-level workers shall be as follows: One (1) apprentice only shall be allowed in each shop for the first three (3) journey-level workers or fraction thereof and one (1) additional apprentice for each three (3) journey-level workers or fraction thereof thereafter. In no case shall the ratio be greater than (1) apprentice to one (1) journey-level worker per job site.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

A. Environmental Control Systems Craft Worker:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 – 2000 hours (0 – 12 months)	50%
2	2001 – 4000 hours (13 – 24 months)	60%
3	4001 – 3000 hours (25 - 36 months)	70%

B. Sheet Metal Worker:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 – 0900 hours (0 – 6 months)	40%
2	0901 – 1800 hours (7 – 12 months)	45%
3	1801 – 3600 hours (13 – 24 months)	50%
4	3601 – 5400 hours (25 – 36 months)	60%
5	5401 – 7200 hours (37 – 48 months)	70%
6	7201 – 9000 hours (49 – 60 months)	80%

Plus all fringe benefits.

Any loss of time during a period of apprenticeship shall be made up before an apprentice is eligible for advancement.

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<u>A. Environmental Control System Craft Worker:</u>	<u>APPROXIMATE HOURS</u>
1. General sheet metal.....	600
2. Operation of hand and machine tools	800
3. Heating and ventilating	1000
4. Furnace works.....	960
5. Exhaust and blowpipe.....	360
6. Air conditioning	1000
7. Soldering, welding, brazing.....	480
8. Special installation and specialty work.....	600
9. Solar heating and cooling	200
TOTAL HOURS:	6000

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<u>B. Sheet Metal Worker:</u>	<u>APPROXIMATE HOURS</u>
1. General sheet metal	1000
2. Architectural sheet metal work	1000
3. Industrial sheet metal work	1000
4. Specialty installation and specialty work.....	1000
5. Operation of hand and machine tools	1000
6. Air condition, furnace, and solar heating	1000
7. Soldering, welding, brazing and plastic welding.....	1000
8. Hand rigging as pertaining to the trade.....	500
9. Non-Destructive and QA/QC	300
10. Air Balance	200
11. C.A.D. and computer training	500
12. Safety and hazmat training.....	200
13. Indoor air quality	300
TOTAL HOURS:	9000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☒ (X) A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college: **Perry Technical, Walla Walla Community College, and Columbia Basin Community College**
- ☐ () Private Technical/Vocational college
- ☒ (X) Training trust
- ☐ () Other (specify):

240 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A. Each apprentice shall enroll in and attend classes in the school approved for related instruction for not less than 240 hours per each year.
- B. The Apprenticeship Committee recommends that courses in related instruction be limited to those who are actually apprentices in the sheet metal trade under the terms and conditions of these Standards.
- C. The course outline prepared by the International Training Institute (ITI) and approved by the Sheet Metal Apprenticeship Committee shall be used in related classroom instruction in the subjects listed below:
 - 1. History of the sheet metal trade
 - 2. Science of the trade
 - 3. Mathematics of the trade
 - 4. Shop drawing and sketching practice
 - 5. Blueprint reading
 - 6. Layout work
 - 7. Layout from blueprints
 - 8. Estimating materials and costs
 - 9. Safety laws and practices
 - 10. State and local laws governing the trade
 - 11. Labor laws and relations
 - 12. Industrial hygiene
 - 13. Non-destructive testing
 - 14. Quality control and quality assurance
 - 15. Solar heating and cooling
- D. The Apprenticeship Committee class schedule for related training will be followed. Attendance is mandatory.
- E. Tardiness is defined as not being present at the start of class. The instructor will record all absences and tardiness. (Tardiness will be recorded in 30 minute increments).
- F. Minimum required hours of attendance at related training will be 240 hours. Failure to attend the minimum required hours (240) will mean repeating the year over and held at present rate.
- G. The time of the break, if any, will be decided by the instructor.
- H. Apprentices will not leave the local training facilities during class
- I. Any apprentice told to leave class by the instructor for any conflict that impedes or disrupts the class must appear before the Apprenticeship Committee before being allowed back into class.

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- J. The safety code for attending class shall be as follows: No tank tops or sleeveless undershirts. Adequate leather foot protection (no thongs, tennis shoes or bare feet).**
- K. Any missed school time will be made up within 30 days of the apprentice's last scheduled school of the quarter. Failure to do so will result in review and possible disciplinary action by the JATC.**
- L. All apprentices will be given a quarterly test at the end of each school quarter. The test will be given by the instructor.**
- M. Upgrading will be determined by the following:**
 - 50% related school training**
 - 50% evaluation forms filled out by the apprentice's employer, foreman, and the journey-level worker with whom he/she works.**
- W-A-I-V-E-R: Apprentices must sign a grade and attendance waiver so grades and attendance can be released to the Apprenticeship Committee.**
- N. All apprentices must furnish their own drafting equipment and all their own hand tools for shop projects.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

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Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. **Southeastern Washington/Northeastern Oregon Sheet Metal Apprenticeship Committee is composed of three (3) areas (Yakima area, Tri-Cities/Walla Walla area, and Pendleton, Oregon area). No unemployed apprentice will have the right to turn down a job within the geographical area they reside. Also no apprentice will be allowed to quit their job without approval from the Apprenticeship Committee.**
2. **Periodic Evaluations:** An evaluation of apprentices shall be given each six (6) months (a minimum of 650 hours is required for upgrade) at times as may be determined by the Apprenticeship Committee. In these evaluations, consideration shall be given to the school attendance, progress and daily employment record of the apprentice. The Apprenticeship Committee shall determine if the apprentice has received sufficient practical experience in the work experience to be advanced. It is Committee policy if an apprentice is dropped from the program, he/she will have to wait six (6) months before being able to make application again to our apprenticeship.
3. Apprentices shall be responsible for contacting the Coordinator's office of any change of address or telephone number.
4. Apprentices shall be responsible for contacting the coordinator's office of any termination from the job.
5. Local contractors may request any unemployed apprentice on the "out-of-work" list, regardless of position on the list.
6. Out-of-town contractors may request any unemployed apprentice on the "out-of-work" list by year, or by name if the apprentice has been employed by the company before.
7. All apprentices shall maintain a valid drivers license.
8. **RELATED TRAINING CLASS ABSENCE POLICY COMPETENCY BASED CONCENTRATED TRAINING:**

All related training class schedules for each individual apprentice will be attended by that apprentice to successfully complete and have recorded the required competency in the particular related training subject matter presented.

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Excused Absences: The only excuses for the JATC will accept for absence from a scheduled class will be in the case of extreme emergency that can be handled only by that apprentice or a confining illness of an apprentice.

An apprentice with an excused absence will work with the instructor to complete the required competency at the earliest possible time.

Unexcused Absences.... Make-up consideration for an unexcused absence will be at the discretion of the instructor based on class and space availability.

PLEASE NOTE!!

The above make-up requirements will be the sole responsibility of each individual apprentice to initiate and complete.

These requirements will be part of all consideration of progression and possible continuance in this program.

B. Local Apprenticeship Committee Policies

1. **List of Tools Required by the JATC for Apprentices:**

a. **First Year - First Six months**

- (1) **Tool box**
- (2) **2 Aviation snips (R.11. & L.11.)**
- (3) **Screw Drivers (Flat blade & Philips, min of 1 ea.)**
- (4) **16 oz. Sheet Metal Hammer**
- (5) **Prick Punch or Center Punch**
- (6) **Dividers (1 pair)**
- (7) **Scratch Awl**
- (8) **Bull snips**

b. **First year - Second Six months**

- (1) **Tote Tray, bucket or belt**
- (2) **Combination square**
- (3) **Cold Chisel**
- (4) **Hack Saw**
- (5) **6 inch open-end adjustable wrench**
- (6) **Marking gauge**

c. **Second year - Third Six months**

- (1) **Dividers (min 2 pairs)**
- (2) **Screw Drivers (Flat blade & Philips, min of 2 ea.)**

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- (3) Standard vice grips (2 pairs)
 - (4) 12 inch open-end adjustable wrench
 - d. Second year - Fourth Six months
 - (1) Set of hex head wrenches (Allen)
 - (2) Hand tongs (offset or straight)
 - e. Third year - Fifth Six months
 - (1) Rivet set
 - (2) Protractor
 - (3) Finger vice grips (2 pair)
 - (4) Trammel points dividers
 - f. Third year - Sixth Six months
 - (1) Chalk line
 - (2) Plumb bob
 - (3) Side cutting pliers
 - (4) Torpedo level
 - (5) Hand crimpers
 - g. Fourth year - Seventh Six months
 - (1) 50' or 100' tape measure
 - h. Fourth year - Eighth Six months
 - (1) Drift Punch
 - 2. List of Drawing Equipment required by the JATC:
 - a. Set of instruments w/bow compass and dividers
 - b. 45 degree triangle (approx 8" sides)
 - c. 30 degree by 60 degree triangle (approx. 10" side)
 - d. Triangular architects scale rule
 - e. Large protractor
 - f. Mech. drawing pencils (4H, 2B, & F) or lead holder with lead
 - g. Tru point pencil pointer, sandpaper or file
 - h. Pencil eraser (white)
 - i. Beam compass or bow compass
- **All of these can be purchased at the CBC Bookstore which can be high priced, or Staples for better buys.**

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C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

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Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)

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- Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)
- Reinstatement
- Cancellation and/or
- Corrections

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2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.
- D. Training Agent Management:
1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
 2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent

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agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.

3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

The Sheet Metal Apprenticeship Committee shall be composed of three (3) members representing the employers and three (3) members representing journey-level workers of Sheet Metal Workers' Local Union No. 66 appointed by the groups they represent.

Quorum: **SEE ABOVE**

Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be:

Jim Morgan, Chairman
PO Box 7287
Kennewick, WA 99336

Len Vance
PO Box 2626
Pasco, WA 99301

Ken Lebsock
Pendleton Heating
PO Box 484
Pendleton, OR 97801

Aaron Dewitt (Alternate)
Apollo Sheet Metal
PO Box 7287
Kennewick, WA 99336

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The employee representatives shall be:

John David, Secretary
SMW Local #66
2642 W Bruneau Pl.
Kennewick, WA 99336

Rich Osland
31 Sole Ln.
Selah, WA 98942

Richard Clements
PO Box 2626
Pasco, WA 99302

Mike McClain (Alternate)
2620 Road 80
Pasco, WA 99301

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

John Merk, Coordinator
2600 N. 20th
Pasco, WA 99301